

ACTION
OLL 85-2549**Office of Legislative Liaison****Routing Slip**

TO:	ACTION	INFO
1. D/OLL		X
2. DD/OLL		X
3. Admin Officer		
4. Liaison	<u>Y</u>	
5. Legislation		
6. 		X
7. 		X
8. 		
9. 		
10. 		

SUSPENSE 15 Oct 85
Date

Action Officer:	
Remarks:	<div style="border: 1px solid black; height: 30px;"></div>

BC / 30 Aug 85
Name/Date

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL	X			
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	NIO				
20	D/OL		X		
21					
22					
SUSPENSE		15 Oct 85 Date			

Remarks

TO #14:

For your direct response with an info copy to ER.

Executive Secretary

30 Aug 85

Date

3637 (10-81)

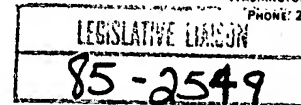
STAT

Executive Registry

85- 2891

71- *Cayser*
 CHARLES MCC. MATHIAS, JR., SENATOR FROM MD.
 VICE CHAIRMAN
 MARK O. HATFIELD, SENATOR FROM OR
 HOWARD H. BAKER, JR., SENATOR FROM TN
 WENDELL H. FORD, SENATOR FROM KY
 CLAIBORNE PELL, SENATOR FROM RI

818 HART SENATE OFFICE BLDG.
 U.S. SENATE
 WASHINGTON, DC 20510
 PHONE: 224-5241



Congress of the United States

Joint Committee on Printing

FRANK ANNUNZIO, REPRESENTATIVE FROM IL,
 CHAIRMAN
 JOSEPH M. GAYDOS, REPRESENTATIVE FROM PA
 ED JONES, REPRESENTATIVE FROM TN
 BARBARA F. VUCANOVICH, REPRESENTATIVE FROM NV
 PAT ROBERTS, REPRESENTATIVE FROM KS

THOMAS J. KLEIS, STAFF DIRECTOR
 ANTHONY J. ZAGAMI, GENERAL COUNSEL
 RICHARD OLESZEWSKI, DEPUTY STAFF DIRECTOR
 FAYE M. PADGETT, ASSISTANT STAFF DIRECTOR

August 27, 1985

TO: Heads of all Federal Departments and Agencies

On October 1, 1984, Chairman Annunzio established a pilot program at the Government Printing Office, Rapid Response Center (RRC) to provide a new level of comprehensive service in the National Capital Area. The facility is being upgraded and modernized and the addition of a procurement staff has provided a new dimension to the RRC's ability to respond to customer needs. All changes were based on the results of a customer survey which defined equipment needs and contract specifications. The results for Washington, DC, Northern Virginia, and Maryland customers have been most positive.

The response to the pilot program has convinced the Joint Committee on Printing that this approach could potentially be applied to all of the Government Printing Office Regional Printing Procurement Office and Field Printing Plants. For this reason, the Joint Committee will request the Public Printer to allocate appropriate resources to all of these offices to allow them to provide the same comprehensive level of service offered by the RRC. This new policy and direction will go into effect immediately. However, in order to maximize the potential for success, your agency is requested to participate in a JCP national survey of customer needs (see attached). Many of your offices will also be sent copies of the survey directly from the GPO Regional Offices. The results of this survey will be used to project workload levels, to aid in the modernization and upgrading of the facilities. We request that your local offices respond to the Joint Committee by October 15, 1985. Follow-up visits may be made by a survey team. Survey results will be used to determine the ultimate configuration of each location.

During the transition period from the existing configurations to full implementation of this concept, you will see a wide variety of changes taking place. I am pleased to announce that the first such change about to take place is the establishment of a number of satellite offices outside of the existing Regional office cities. Between now and the completion of all of the changes that are to come, every effort will be made to satisfy agency mission requirements.

With best wishes,

Sincerely,

Charles McC. Mathias Jr.
 Charles McC. Mathias
 Chairman

JCP SURVEY OF REGIONAL CUSTOMER PRINTING NEEDS

Please contact JCP Professional Staff on (202) 224-5950 or your nearest Regional GPO Office if you have any questions on this matter. All correspondence should be addressed to:

Joint Committee on Printing
Attn: Regional Customer Needs Survey
Hart Senate Office Building
Washington, DC 20510

Submitting Agency _____ Bureau or Office _____

Location _____ Department contact _____

Telephone No. _____ City and State _____

*GPO Regional Office(s) _____

*If more than one GPO Regional Office is used, please complete a separate survey form for each GPO office.

ESTIMATED ANNUAL PRINTING NEEDS FOR

Anticipated number of orders per year _____

Number of orders with an 8 - hour or less delivery _____

Number of orders with a 9 - to 24 - hour delivery _____

Number of orders with a 2 - to 3 - day delivery _____

Number of orders with a 4 - to 7 - day delivery _____

Number of orders with an 8 - to 10 - day delivery _____

Number of orders with an 11 - to 21 - day delivery _____

Number of orders with more than 21 - day delivery _____

PRINTING AND BINDING

Number of orders requiring duplicating or electrostatic copying _____ Avg. pages _____ Avg. copies _____

Number of book orders (over 96 pages) _____ Avg. pages _____ Avg. copies _____

Number of pamphlet orders (96 pages or less) _____ Avg. pages _____ Avg. copies _____

Number of cut sheet form orders (not more than 4 pages)

Carbonless paper _____ Avg. No. parts _____ Avg. sizes _____ Avg. copies _____

Marginally punched _____ Avg. No. parts _____ Avg. sizes _____ Avg. copies _____
(continuous)

Writing paper _____ Avg. No. pages _____ Avg. sizes _____ Avg. copies _____

Percentage of orders requiring two or more color presswork _____

Number of classified or sensitive orders _____ Avg. pages _____ Avg. copies _____

COMPOSITION REQUIREMENT

Composition required on _____ orders. Number of pages _____

Does your agency have telecommunications or floppy disk capability _____

Is your agency willing to install a modem etc, necessary for telecommunications _____

Is your agency willing to supply floppy disks from word processors or personal computers _____

Approximate number of manuscript pages expected _____

Approximate number of manuscript pages expected to be transmitted via telecommunications _____

via floppy disk _____

Estimated number of orders requiring classified/sensitive handling _____ Number of pages _____

Will your agency be interested in computer graphics services _____ If so, number of pages weekly _____

MAILING/DISTRIBUTION

Number of orders for mailing service only _____ order

Would your agency use computerized mailing list management services _____

Die cutting _____	Size _____	Avg. copies _____	
Lamination _____	Size _____	Avg. copies _____	
Numbering _____	Size _____	Avg. copies _____	
Thermography _____	Size _____	Avg. copies _____	
Envelopes _____	Sizes _____	Avg. copies _____	
Tab dividers _____	Sizes _____	Avg. no. dividers per set _____	Avg. copies _____
Labels _____	Sizes _____	Avg. copies _____	
Silk screen, printing on binders, etc. _____		Size _____	Avg. copies _____
Other types of specialty items _____			

Yes _____ No _____

Would any of this work be coming from another printing facility? _____ What effect would it have on that facility?

COMMENTS: _____

[illegible]

CONGRESS OF THE UNITED STATES

JOINT COMMITTEE ON PRINTING

WASHINGTON, D.C. 20510

OFFICIAL BUSINESS

Frank Annunzio
M.C.

Joint Committee on Printing
ATTN: RRC Survey
Hart Senate Office Building
Room 818
Washington, DC 20510